

Outlook – Priority Management

Course Description

Outlook sits at the core of most of our daily business activity yet, this powerful tool can seem burdensome, especially the managing of an ever increasing load of email. This course will show how to take control of your Inbox and manage email effectively. You'll understand and use Outlook's tools to have all your day's activity and reminders on one screen saving time and creating better focus. Learn tips to simplify navigation and save hundreds of mouse clicks every day.

Course Duration: 3 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Learn time saving tips for managing your calendar
- Create an effective File/email Management system
- Optimize Outlook options settings for the way you work
- Learn how to manage emails so that they are handled the minimum number of times
- Learn the five D's of email management, Do it, Delete it, Delegate it, Defer it or Date it and how to use built in Outlook tools to manage your email efficiently
- Understand how to use Tasks and To-Do's
- Learn how to tag everything that you need to do for each day of the week
- Learn how to assess priorities and level work load
- Learn to file and forward emails with a single click
- Understand how to use search folders
- Learn to delegate and track work
- Use time saving advanced email functions such as redirect, delay, or set expiry dates for e-mail messages and voting buttons

Course Prerequisites

The course assumes that students have completed the *Microsoft Outlook* course or have a good working knowledge of Outlook.

We use only Microsoft qualified and approved instructors for our courses.

